

VDH MRC Covid POD Health Screener/Triage

Qualifications: General support/non-licensed volunteer with customer service experience and a medical background.

Mission: To ensure that entrants are given a quick health assessment prior to entering POD facility and then direct the assessed individual to the next phase/step, as appropriate.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: POD Site Manager/Medical Operations Chief

PPE: Must wear mask and face shield/safety glasses/goggles.

Equipment: Masks for participants who enter without one, thermometer, pens, forms.

Prior to Shift:

- Review Job Action Sheet (JAS); note questions to ask of the supervisor
- Attend event briefing
- Review/familiarize self with prophylaxis/dosages/contraindications
- Ensure you have an ID badge with photo identification and MRC shirt.
- Ensure you have a mask, gloves, and other personal protective equipment (PPE) to wear during your shift, if appropriate

Initial Actions:

- Sign in at staff check in
- Adhere to all screening and social distancing regulations
- Report to Supervisor and, as applicable, review job responsibilities. Inform supervisor if unable to perform any duties on the JAS. Ensure you know the point of contact in the event of questions, problems, break requests, etc.
- Receive Just-in-Time training, as necessary, and sign off on it, if applicable
- Attend unit briefing and introduce self to all unit members assigned to your shift
 - Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
 - Check phone/walkie talkie to ensure it is working
 - Check supplies (e.g., thermometer, clipboards, pens, forms), if applicable
- Familiarize self with pre-screening protocols
- Receive briefing from outgoing Health Screener Point of Entry, if able

During Shift:

- Welcome entrants to facility/event. Provide a surgical mask or cloth face covering if s/he is not wearing one.
- Determine which language(s) entrant speaks and reads. If needed, use interpreter or the Language Line to communicate
- Take temperature and obtain other information, as required, following the protocols that have been provided
 - Ask about any symptoms, or is this done by Medical Reviewer/Vaccine Screener?
- Answer questions, as necessary.
- Report any problems/concerns/emergencies to Supervisor
- Receive instructions from Supervisor only
- Keep track of encountered problems and/or unanticipated decisions made to include resolution
- Take breaks as assigned, leaving supplies at work station.

End of Shift

- Do not leave assignment until released by supervisor.
- Brief incoming Health Screener-Point of Entry on specific job actions/duties.
- Leave a phone number where you can be reached, if applicable
- Return supplies, if applicable. Clean up work space. Complete and provide, as applicable, all supplies, required forms, reports and other documentation to supervisor.
- Sign out and log hours worked

Shift Checklist:

- Report to Event Manager.
- Sign personnel checklist.
- Report to oncoming Health Screener/Triage personnel.
- Sign off/report to Clinic Manager.

Please enter your hours after each shift. Thank you!

SWVA MRC-Volunteer Hours & Responsibility Tracker 2021